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**From:** Nassif, Julianne (DPH)  
**Sent:** Thursday, March 10, 2011 5:08 PM  
**To:** Lawler, Michael (DPH)  
**Subject:** RE: consideration of overtime access, for the early shift crew, in the drug lab

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**From:** Lawler, Michael (DPH)  
**Sent:** Thursday, March 10, 2011 5:07 PM  
**To:** Nassif, Julianne (DPH)  
**Subject:** RE: consideration of overtime access, for the early shift crew, in the drug lab

Super, the "early" crew will get a boost from this perk. Thanks

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**From:** Nassif, Julianne (DPH)  
**Sent:** Thursday, March 10, 2011 3:16 PM  
**To:** Lawler, Michael (DPH)  
**Cc:** Salemi, Charles (DPH)  
**Subject:** RE: consideration of overtime access, for the early shift crew, in the drug lab

Michael,

Thanks for your question. Staff may work for overtime as early as 6:30 AM provided there are at least two people present. I do not want to change the alarm schedule at this time.

Julie

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**From:** Lawler, Michael (DPH)  
**Sent:** Friday, March 04, 2011 12:11 PM  
**To:** Nassif, Julianne (DPH)  
**Cc:** Salemi, Charles (DPH)  
**Subject:** consideration of overtime access, for the early shift crew, in the drug lab

Julie,

Last week, with my son home on high school vacation, I had the opportunity to come into work earlier than my 8-4 shift and earn some overtime money for my effort. When I came in at 6:30 am, I noted that several of your hardworking drug lab chemists on the "early shift" were already here. They come into work earlier than the established 6:45 starting time, so that they are consistently "on time" to start the day. They are here, but unable to work for compensation because the bracket for the first shift runs from 6:45 to 2:45 to assure coverage throughout the day.

I approached Chuck with the thought that if these diligent employees are able to be here that early, perhaps they could sign in and earn compensation. We are inhibited because the bracketed working hours of the early crew are constrained by the need to have a solid team of people here through the afternoon. Ergo, the earliest routine moment one may go on the payroll is 6:45. The first consideration of this proposal is for an earlier opening time to be used exclusively as an overtime opportunity, not to substitute for hours in the "early shift."

The remaining consideration is the interval with which the chemists may gain some overtime consideration. The very folks we are trying to reach with this morale boosting scheme, those who for the most part have the least capacity to go into the afternoon beyond 2:45, would need the minimum of half an hour for OT consideration. This would mean opening the lab at 6:15 am. Chuck advised me that moving the "sign on ",time for the morning, to 6:30 would be effortless. However, opening the OT window back to a half hour; ie. 6:15 would require your authorization, as the security

alarm protocol for the morning opening would have to be changed. If you would write the memo, I would pursue the alarm change with the security company.

Again, this window would present an "overtime opportunity" which does not substitute for the 6:45 to 2:45 need for coverage. These hardworking folks are all habitually here at 6:30 and for the most part I believe most of them could be here at 6:15. This would be a real morale booster for the "early crew" and would add consistently to the lab's productivity.

Mike